

27 February 1981

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Dane

MEMORANDUM FOR: Director of Data Processing

25X1 FROM:

[Redacted]

DDA Career Management Officer

SUBJECT: 1981 Summer Only Program

1. The Director of Personnel Policy, Planning, and Management has advised that due to the current hiring freeze, the Agency is limited to hiring a total of 281 summer employees (the same number as hired last year). Agency requirements this year totaled 305. In order to be as equitable as possible and still remain within this 281 figure, current requirements were reduced by 8 percent. Based on these reductions, the Deputy Director for Administration has determined that your Office will receive 8 summer employees.

2. It is requested that your Office complete the attached assignment sheet outlining specific summer employee requirements in detail. This sheet, along with Form 1152 (Request for Personnel Action) should be forwarded to Chief, Clerical Staffing Branch, 207 Ames Building, no later than 16 March 1981. In preparing the Form 1152 for each requirement, components should follow the attached sample; i.e., fill in only those portions which have been completed and those containing "X's".

3. Please provide this Office with a copy of the assignment sheet.

[Redacted]

25X1

Attachment:
As Stated